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REPUBLIKA NG PILIPINAS
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

MC No. 14, s. 1985

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT AND OPERATION MANAGERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED
THIS AGENCY

SUBJECT : SUPPLEMENTAL TO MC No. 31, S. 1984 ON LIST OF PERIODIC REPORTS FROM THE FIELD.

FOR YOUR INFORMATION AND GUIDANCE THE FOLLOWING LIST OF PERIODIC REPORTS WHICH WERE INADVERTENTLY OMITTED FROM MC No. 31, S. 1984, SHALL LIKEWISE BE SUBMITTED BY PROJECT OFFICES TO EMD, CENTRAL OFFICE WITHIN THE INDICATED DEADLINES:

EQUIPMENT MANAGEMENT DEPARTMENT

<u>REPORTS</u>	<u>DEADLINE FOR SUBMISSION</u>
1. SUMMARY REPORT OF OPERATION AND MAINTENANCE AND REPAIR COST (EM-12A) (BY OFFICE)	15TH DAY OF SUCCEEDING MONTH.
2. EQUIPMENT UTILIZATION REPORT (EM-3A) ACCOMPANIED BY CONTRACT (COPY ONLY)	-DO-
3. PROGRAM OF WORK (EM-9) REVISED (FOR PROJECTS, WHEN REQUESTING FUND ALLOCATION FOR EQUIPMENT REPAIR.)	UPON REQUEST OF FUND ALLOCATION FOR EQUIPMENT REPAIR.
4. REPAIR PROGRESS REPORT (FOR PROJECTS, WHEN FUNDS HAVE BEEN ALLOCATED FOR EQUIPMENT REPAIR.)	15TH DAY OF SUCCEEDING MONTH.

PLEASE BE GUIDED ACCORDINGLY.

(SGD.) CESAR L. TECH
ADMINISTRATOR

MARCH 13, 1985

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